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Pamela Groose  
Executive Director

## **Meeting Notice**

### **State Committee of Interpreters**

**July 29, 2014**

**7:00pm**

**Open Forum Session**

**July 30, 2014**

**9:00am Open Forum Session**

**Drury Plaza Hotel at the Arch  
2 South 4<sup>th</sup> St  
St Louis MO 63102**

Notification of special needs as addressed by the Americans with Disabilities Act should forward to the Missouri State Committee of Interpreters, P O Box 1335, 3605 Missouri Boulevard, Jefferson City MO 65102 or by calling 573-526-7787 to ensure available accommodations. The text telephone for the Deaf or Hard of Hearing is 800-735-2966 or 800-735-2466 for Voice Relay Missouri.

Except to the extent disclosure is otherwise required by law, the Missouri Committee of Interpreters is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14) and sections 324.001.8 and 324.001.9 RSMo.

The Committee may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

The agenda follows.

**PUBLIC AGENDA**  
**State Committee of Interpreters**  
**July 29-30, 2014**  
**Drury Plaza Hotel at the Arch**  
**2 South 4<sup>th</sup> Street**  
**St Louis, MO**

**OPEN SESSION**

**TUESDAY JULY 29, 2014 7:00PM**

**OPEN FORUM** – Come meet the board members and staff, learn of recently implements rule changes, complaint process, discipline process, as well as anything else you have questions about. Great opportunity for you to ask your questions in order to learn more about the Committee's authority and responsibilities. There will also be a representative from the Missouri Commission for the Deaf and Hard of Hearing present to answer any of those types of questions.

**WEDNESDAY JULY 30, 2014 9:00AM Call to Order**

**John Adams**

**Roll Call**

**Kathleen Alexander**

**Review and Approval of Open Agenda**

**Tab 1**

**Review and Approval of Open Minutes**

**Tab 2**

-May 30, 2014

**Rules Update**

**Tab 3**

- 20 CSR 2232-3.030 Mentorship Rule Discussion

**Report from MCDHH and/or BCI**

**Tab 4**

-no meetings were held  
 -proposed rule changes

**Meetings**

**Tab 5**

-Attended

-Upcoming

- MO-CASE (September 21-23, 2014)
- MCDHH Interpreter Conference (October 10-12, 2014)

**Report from Executive Director**

**Tab 6**

- (LAMP) proposal to develop a health care mentorship program
- Financial Statement
- Department Cost Allocation
- 2015 Legislative Requests
- Interpreters by county
- 2014 Meeting Dates and Locations
- 2015 Meeting Dates and Locations

**FYI**

**Tab 7**

**WEDNESDAY JULY 30, 2014 10:00AM**

**OPEN FORUM** – Come meet the board members and staff, learn of recently implements rule changes, complaint process, discipline process, as well as anything else you have questions about. Great opportunity for you to ask your questions in order to learn more about the Committee's authority and responsibilities. There will also be a representative from the Missouri Commission for the Deaf and Hard of Hearing present to answer any of those types of questions.

**11:30AM Disciplinary Hearing**

**Tab 8**

State Committee of Interpreters vs. Daniel Slama

**CLOSED SESSION**

**ADJOURN**

**PUBLIC AGENDA**  
**State Committee of Interpreters**  
**July 30, 2014**  
**Drury Plaza Hotel at the Arch**  
**2 South 4<sup>th</sup> Street**  
**St Louis, MO**

<b>CLOSED SESSION</b>
<b>Roll Call</b>
<b>Review and Approval of Closed Agenda</b>
<b>Review and Approval of Closed Minutes</b>
<b>Applicants for Licensure</b>
<b>Complaints</b>
<b>Complaint Update</b>
<b>Executive Director</b>



**State Committee of Interpreters  
Drury Plaza Hotel at the Arch  
2 South 4<sup>th</sup> Street  
St Louis, MO**

**July 30, 2014 – Open Minutes**

The open session of the State Committee of Interpreters was called to order on July 30, 2014 at 9:10 am by John Adams, Chairperson, at Drury Plaza Hotel at the Arch, 2 South 4<sup>th</sup> Street, St Louis, MO 63102.

**Members Present:**

John Adams, Chairperson  
Kathleen Alexander, Secretary  
Andrea Segura, Member  
Carrie McCray, PhD, Member  
Lisa Betzler, Public Member

**Members Absent:**

Tim Eck, Member

**Staff Present:**

Pam Goose, Executive Director  
Roxy Brockman, Administrative Assistant  
Angie Norris, Processing Technician II  
Sharon Euler, Division Legal Counsel  
Shelly Jones, Contract Interpreter  
Loretto Freeman, Contract Interpreter  
Melissa Fears-Henley, Contract Interpreter  
A Chantelle Pittman, Contract Interpreter

**Visitors:**

See attached list

Mr. Adams addressed the audience and interpreters and established guidelines for conducting the meeting as well as questions by the audience to facilitate the communication by the interpreters.

**Review and Approval of Open Agenda**

A motion was made by Dr. McCray and seconded by Ms. Alexander to approve the open agenda. All approved.

**Review and Approval of Open Minutes**

A motion was made by Ms. Segura and seconded by Ms. Betzler to approve the open minutes from the May 30, 2014 meeting. All approved.

Mr. Adams asked the visitors to introduce themselves and that is detailed on the visitor's list at the beginning of the minutes.

## **Rules Update**

### **-20 CSR 2232-3.030 Mentorship Rule Discussion**

Mr. Adams reminded the Committee and visitors that Novice and Apprentice certification levels will no longer be issued but the Novice and Apprentice certifications that have been issued will be good for at least 3 years which gives the Committee time to change the rule.

Following discussion Dr. McCray asked if it was possible to survey the licensees to obtain feedback and ask sample questions such as "What would you do with a mentorship?", "What would you like to see mentorship changing into?", and "What types of places do you think would be beneficial?". She said part of the issue is gaining medical and legal experience which is not allowed under a mentorship. Mr. Adams indicated a "survey monkey" survey could be created and it could be sent to the licensed interpreters and the Committee ask MCDHH to send the information to the deaf community. Dr. McCray indicated she was willing to help put questions together. It was also suggested the survey be in English as well as ASL. Mr. Adams requested that all questions for the survey be forwarded to Ms. Groose. Ms. Betzler indicated questions she would like to see asked "What area or situations do you think you are currently qualified in?" and "What areas do you see your weaknesses in?".

A motion was made by Dr. McCray and seconded by Ms. Segura to create in survey in English and ASL and send it out to interpreters and deaf individuals within the state to get their feedback on proposed possible changes to the mentorship rule. All approved.

### **Report from MCDHH and/or BCI**

-no meetings were held

Ms. Withrow indicated the following meetings have been scheduled:

August 25, 2014 – BCI meeting

Sept 3, 2014 -- MCDHH meeting

October 10, 2014 – MCDHH meeting at 9:00am

She also reported the proposed rule changes filed with JCAR and SOS on June 30, 2014 and will be published in the August 1, 2014 Missouri Register. They will be published in the Code of State Regulation (CSR) on August 31, 2014 and the rules will go into effect on September 30, 2014. She said this means they can begin giving the BEI test on October 1, 2014. She also said they are currently revising and updating their forms and applications to place on their website in the near future.

She indicated the CEU Renewal form is available on their website but a form will also be sent out to all currently certified interpreters. She said continuing education is due each year by December 2<sup>nd</sup> and that all certification cards now indicate an expiration date of December 2<sup>nd</sup>. The certification cards will continue to have an expiration date printed on them. She said the continuing education units must be earned between December 2<sup>nd</sup> and November 3<sup>rd</sup> of the following year. After the next renewal cycle the required CEUs will go up from 1.2CEUs to 2.0CEUs

In regard to the MCDHH Conference that is occurring on October 10-12, 2014, she said that they are going to offer an online registration this year.

She also introduced the new Executive Director for MCDHH, Opeoluwa Sotonwa, who began his position on August 1, 2014. She said they have been training raters of the new certification test as well as getting the office ready for all the new paperwork and to give the new test.

She said they just completed a Rural Educational Interpreters Skills Enhancement Training at William Woods within the past couple of weeks. She said this is offered to the Educational Interpreters who don't always have a lot of resources offered to them in those rural areas with respect to sign language and interpreting. .



In response to Ms. Goose's question regarding the rules, they did change the number of hours from 60 hours of college credit to 30 hours of college credit in order to take the written portion of the test.

The committee members thanked Ms. Withrow for coming to the town halls and meetings to help with questions.

### **Meetings**

Mr. Adams asked Ms. Goose if there would be an SCI meeting the night before the conference begins and Ms. Goose said the SCI meeting would occur on Friday around noon following the MCDHH meeting that would be occurring that morning.

#### **-Attended**

- None attended.

#### **-Upcoming**

- MO-CASE (September 21-23, 2014) – Ms. Goose indicated MCDHH has decided to attend and have an exhibit table at the MOCASE Conference but the Committee had decided previously not to attend. Mr. Eck or Ms. Goose are able to attend if the Committee members agree. A motion was made by Ms. Alexander and seconded by Ms. Segura to send Mr. Eck or Ms. Goose to the MO-CASE conference. All approved
- MCDHH Interpreter Conference (October 10-12, 2014) -- Ms. Goose said all committee members' names have been submitted and rooms secured.

### **Report from Executive Director**

LAMP (language, access, multicultural, people) proposal to develop a health care mentorship program --- Mr. James Frost, Sign Language Coordinator, for the agency was in attendance and presented his proposal. Mr. Adams indicated the proposal was very well thought out and would be of great help as the Committee continues to discuss changes to the mentorship rule.

### **WEDNESDAY JULY 30, 2014 10:00AM – Open Forum Session.**

The Committee covered the following topics:

- Certification and licensure
- New rules filed by the State Committee of Interpreters
- Filing a complaint
- The Committee's review of a complaint
- The discipline process
- Board member appointment process

Peggy Withrow, MCDHH, was present to answer any questions in regard to certification.

A motion was made by Dr. McCray and seconded by Ms. Betzler to go into closed for #1, #2, #3, and #9 at 10:55am. Ms. Betzler voted yes. Ms. Segura voted yes. Dr. McCray voted yes. Ms. Alexander voted yes. The committee returned to open session at 11:35am.

### **11:30AM Disciplinary Hearing – Daniel Slama**

State Committee of Interpreters vs. Daniel Slama – Curtis Schube from the Attorney General's office was present as counsel for the State Committee of Interpreters in the matter of Daniel Slama. Mr. Slama was also present. A court reporter was present and a transcript will be forwarded to the office.

### Executive Director Report (continued):

- Financial Statement – Reports as of May 30, 2014 and June 30, 2014 were included for the committee member's review. No action required.
- Department Cost Allocation – Ms. Goose said this was an FYI and shows how the SCI's money plays a part in the Department and the Division.
- 2015 Legislative Requests – Ms. Goose explained the process for submitting legislative requests. Mr. Adams asked if anything had gone forward in regard to subpoena power for all boards, and Ms. Goose responded no.
- The members indicated they would like to discuss a possible statute change in regard to students testing and not passing the certification exam at the next meeting.
- Interpreters by county – This report showed how many interpreters are located within each county. At the committee's request, Ms. Goose compiled statistics regarding how many interpreters are located in the Northwest and Northeast of Missouri. No action required.
- 2014 Meeting Dates and Locations
  - October 10, 2014 -- TanTarA, Osage Beach, Missouri
- 2015 Meeting Dates and Locations
  - January 30, 2015 – Professional Registration, Jefferson City
  - April 24, 2015 – Professional Registration, Jefferson City
  - July 17, 2015
  - October, 2015 (will be determined once MCDHH has set their annual conference date.)

Ms. Goose asked the Committee members if they wanted to have a town hall in the Cape Girardeau area in April or July 2015. The committee members indicated they would be interested in going to that area of the state in July, 2015.

### FYI

No action required.

A motion was made by Ms. Segura and seconded by Ms. Alexander to go into closed session for #1, #2, #3, #9 at 1:05pm. Ms. Betzler voted yes. Ms. Segura voted yes. Dr. McCray voted yes. Ms. Alexander voted yes. The committee returned to open session at 3:26pm.

A motion was made by Ms. Betzler and seconded by Dr. McCray to adjourn the meeting at 3:27pm. All approved.



Executive Director Signature

October 10, 2015

Committee Approval Date



## **MOTIONS**

### **1. INVESTIGATIONS / COMPLAINTS / AUDITS**

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (14) and section 324.001.8 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant.

### **2. LEGAL ACTIONS / LITIGATIONS / PRIVILEGED COMMUNICATIONS**

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

### **3. DISCIPLINE**

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (1) RSMo for the purpose of deliberation on discipline.

### **4. PROMOTING / HIRING / DISCIPLINING / FIRING EMPLOYEES**

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (3) RSMo for the purpose of discussing hiring, firing, disciplining, or promoting an employee of this agency.

### **5. APPLICATIONS**

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing applicants for licensure.

### **6. EMPLOYEE PERFORMANCE RATINGS**

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (13) RSMo for the purpose of making performance ratings pertaining to individual employees.

### **7. EXAMINATION MATERIALS**

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (7) RSMo for the purpose of discussing and/or reviewing testing and examination materials.

### **8. DIAGNOSIS / TREATMENT OF DISCIPLINED LICENSEES**

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (5) RSMo for the proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees.

### **9. CLOSED MINUTES**

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed, for the purpose of reviewing and approving the closed minutes of one or more previous meetings under the subsections of 610.021 which authorized this agency to go into closed session during those meetings.